18 April 1980

STATINTL
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MEMORANDUM FOR: [   ]

APEX Security Advisor

STATINTL   FROM: [   ]

Independent Contractor

SUBJECT: Progress Report

1. Attendant to identifying a meaningful sample of
the Agency population to be surveyed, considerable time
has been spent in discussions with registry personnel
throughout CIA. This resulted in discarding several original
ideas, however, now I believe we can move ahead with one
idea which will produce sufficient flow data for analysis.

2. While the large SCI user populations of NFAC,
OD&E, and NPIC are being excluded from this study, I intend
to use their respective registries to assist in the project.
NFAC with its OCR and PPG registries, OD&E and the NPIC
registries are the primary movers of SI/TK documents,
publications, and electrical transmissions. Similarly, they
are responsible for most of the dissemination of SI/TK
to those components of CIA outside of NFAC and NPIC.
Through them I believe we can monitor the greatest number
of people accessing SCI materials in the shortest period
of time. All registry Chiefs have agreed to assist in the
study and this is where we will go from here.

3. Requests (sample attached) are being prepared for
Office Chiefs to utilize their registry services during May,
the period of the study. I will instruct the registry
personnel involved and personally assist throughout that
time frame in identifying the documents to which we will
tag with a flow record (rough sample attached) and a notice
of document accountability (attached) outlining instructions
for the user of the document. They will be instructed to
note their access to the material with name, date/time in,

date/time out. They will be asked to detach the flow record and return it to the originating registry when a document is either filed or destroyed, but in any event not later than 30 May even if the document is still being actively used or circulated. This will provide us with a sampling of the DDO, DDA, DDS&T, OTS and ORD, and so forth.

4. During this period I will personally work with the smaller registries of the DDA, OS (only 25 or so SCI documents so far this year), OP, OSO, OTR, etc. to sample any SCI flow originating from sources other than NFAC and NPIC.

5. Additionally, I will attempt to survey selected electronically transmitted messages because they receive wide distribution (and reproduction), contain more perishable information, and are routed more quickly so that survey returns would be more timely.

6. During the week of 21 April I will again visit OCR, OD&E, and PPG and provide them with instructions. I will also go to NPIC and look at their registry and document control/dissemination operation. It is slowly taking shape.

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